

STAFF SERVICES MANAGER I
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: May 20-22, 2002

Collective Bargaining Identification: S01

Job Analysis Conducted By: Mary Sue Bautista, SSM I, Job Analysis Unit
Marian Dilley, SSM I, Job Analysis Unit

Number of Incumbents: There are 166 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated March 29, 2002.

Names of the Subject Matter Expert(s) and their background:

Barbara Gerletti, Staff Services Manager I, Personnel Examining Section, Department of Corrections

Barbara has been with the Department of Corrections for almost 2 years as a Staff Services Manager I in the Personnel Examining Section. She previously worked at the Department of Personnel Administration as a Staff Services Manager I for 2 years.

Marian Dilley, Staff Services Manager I, Personnel Examining Section, Department of Corrections

Marian has been with the Department of Corrections for over 14 years in numerous positions. She has been a Staff Services Manager I with the Personnel Examining Section for almost 2 years.

Margaret Watts, Staff Services Manager II, Board of Prison Terms

Maggie has been with the Board of Prison Terms for almost one year as a Staff Services Manager II. She previously worked at the Department of Consumer Affairs and Victims Compliant Government Claims as a Staff Services Manager I for over 3 years.

Debra Santiago, Staff Services Manager I, Personnel Operations, Department of Corrections

Debra has been with the Department of Corrections for over 15 years. She is currently a Staff Services Manager I with Personnel Operations. Previously she has worked as a Staff Services Manager I at the California Medical Facility and Office of Internal Affairs for over 5 years.

Elaine Mackin, Staff Services Manager I, Folsom State Prison

Elaine has been with the Department of Corrections for over 20 years. She is currently a Staff Services Manager I with Folsom State Prison for over 2 years. Prior to this she was a Staff Services Manager I at the California Medical Facility for over one year.

STAFF SERVICES MANAGER I INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Staff Services Manager I
- Personnel Examining Job Analysis—Staff Services Manager II
- Duty Statement—Personnel Examining Section, Staff Services Manager I